



Bureau Chief
Office of State Assessment

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TO: Principals of Public, Nonpublic, and Charter Schools

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2017 Administration of the New York State English as a Second Language Achievement Test

This memorandum provides information concerning procedures for requesting, shipping, and storing materials for the New York State English as a Second Language Achievement Test (NYSESLAT), which is scheduled to be administered **April 10 through May 19, 2017**. NYSESLAT is designed to assess the English language proficiency of students who have been identified as English Language Learners. This memorandum and all information in subsequent e-mail communications pertaining to this test will be available on the New York State Education Department's (NYSED) web site at <http://www.p12.nysed.gov/assessment/nyseslat/>.

The Speaking component of the test will be administered April 10 through May 19, 2017. The Listening/ Reading/ Writing component will be administered May 8 through May 19, 2017. Test booklets, *Directions for Administration*, and the *School Administrator's Manual* are being prepared by MetriTech, Inc. under contract with NYSED.

REQUESTING INFORMATION

Please note: All NYSESLAT test materials will be requested through the online ordering system of the NYSESLAT vendor, MetriTech, Inc. at NYSESLAT@metritech.com or 1-800-747-4868. Further information will be forthcoming from MetriTech, Inc. in the very near future.

GENERAL INFORMATION

All schools administering the NYSESLAT **must** contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. When ordering tests on the online examination request system, schools must identify the RIC or large-city scanning center with whom they have contracted. Schools will **not** be able to proceed with ordering State tests until this information has been entered. A complete list of RICs and large-city scanning centers is available on the Department's web site at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.

STUDENTS TO BE TESTED

- **English Language Learners.** The Elementary and Secondary Education Act (ESEA) requires that the English language proficiency of all English Language Learners (as defined in Part 154 of the Regulations of the Commissioner of Education) be tested annually. All public (including charter) schools must administer the NYSESLAT to all English Language Learners in Grades K–12, regardless of physical location of the student, whether a student is identified as a student with a disability, or number of years of service (including six or more years), until proficiency is attained as reflected in the score achieved on the NYSESLAT. Nonpublic schools are strongly encouraged to administer the test to their English Language Learners. If a nonpublic school receives Title III funds, it must administer the NYSESLAT or an equivalent test to its English Language Learners annually.

High School Equivalency (HSE) programs preparing students for the Test Assessing Secondary Completion (TASC) are not required to administer the NYSESLAT to any of their students. Valid scores and score reports cannot be provided for students enrolled in HSE programs who take the NYSESLAT.

Students with Disabilities. All English Language Learners with disabilities, identified by the Committee on Special Education (CSE) or by a multidisciplinary team, including those participating in the New York State Alternate Assessment (NYSAA), must participate in the NYSESLAT. Use the chart at <http://www.p12.nysed.gov/assessment/nyseslat/> to ascertain the appropriate NYSESLAT grade test to administer to those English Language Learners with disabilities who are ungraded.

STORAGE OF TEST MATERIALS

The NYSESLAT must be stored in a secure location in the building where the tests will be shipped. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained.

If the building where the tests will be administered does not have a secure location large enough to store the NYSESLAT materials, arrangements must be made to store these at another school. Tests stored at such a location must not be transferred to the school where the tests will be administered until the day scheduled for the administration of each part of the test.

With the exception of the Speaking session scoring materials, tests and other secure materials may not be removed from the secure storage location until the day scheduled for the administration of each part of the test. The packages containing the scoring materials for the Speaking session may be opened prior to the date of administration of this part of the test so that teachers can familiarize themselves with procedures and rubrics for scoring. Teachers who have been given the scoring materials for the Speaking session must safeguard these materials and must not leave them unattended. The other sealed packages of secure test materials must not be opened during the inventory and must remain sealed until the test administration date.

Additional information about the NYSESLAT is available on the Department's web site at <http://www.p12.nysed.gov/assessment/nyseslat/>. If you have any questions about the NYSESLAT, please e-mail the Office of State Assessment (OSA) at emscassessinfo@nysed.gov, or call 518-474-5902. If you need assistance with the identification of English Language Learners, please contact the Office of Bilingual Education and World Languages at 518-474-8775. If you have specific questions concerning any information in this memorandum, please call 518-474-8220.

As a reminder, the security of all tests is paramount. All secure materials distributed by MetriTech, Inc. for the Spring 2016 NYSESLAT were to be returned to MetriTech, Inc. immediately following testing. **If you have not already done so, please return all secure testing materials from Spring 2016 to MetriTech, Inc. immediately.** Please contact MetriTech Customer Service at NYSESLAT@metritech.com or 1-800-747-4868 for assistance and directions regarding the return of materials.